

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LAW LIBRARY MANAGER

JOB DESCRIPTION

Employees in this classification serve as first-level managers, coordinating and directing the work of professional and nonprofessional subordinates in the State Law Library.

The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgement to adapt and apply the guidelines to specific situations, as needed. The work requires thorough knowledge of the policies, procedures, and regulations of library programs and some knowledge of personnel policies and procedures.

There is one classification in this job.

Position Code Title – Law Library Manager-4

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The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures that proper labor relations and conditions of employment are maintained.

Develops and implements plans, policies, procedures, programs and services for the Law Library.

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Develops and implements legal research projects.

Develops and maintains a relevant and current legal collection.

Develops and monitors the budget and establishes budget priorities for the Law Library.

Coordinates the activities and provision of technical services with other Department of History, Arts and Library divisions, the public, and state government.

Provides legal information to the legislature, state courts, state government, members of the bar and the public.

Develops, manages and conducts workshops and seminars.

Manages and implements the provision of reference, research and database search services.

Remains current knowledge of state and federal statutes, laws and regulations.

Maintains records, prepares reports, and composes correspondence relative to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of laws pertaining to the administration, organization and operation of public libraries.

Thorough knowledge of library materials, methods, and organization.

Thorough knowledge of the methods of classifying, cataloging, and shelf-listing library materials.

Thorough knowledge of research methods used in locating complex materials and making up subject bibliographies.

Some knowledge of supervisory and training techniques.

Some knowledge of personnel policies and procedures.

Ability to provide professional consultation regarding library-related legal issues.

Ability to instruct, direct, and evaluate employees.

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Ability to exercise sound judgment in classifying library materials.

Ability to develop and evaluate library programs and services.

Ability to make budgetary and policy recommendations for the assigned library area.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree with a major in library science, and a Juris Doctorate from an accredited school of law.

Experience

Four years of professional librarian or legal experience, including one year of experience equivalent to a Law Librarian.

Special Requirements, Licenses, and Certifications

Membership in good standing in the Michigan State Bar.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LWLIBMGR

Job Code Description

Law Library Manager

Position Title

Law Library Manager-4

Position Code

LWLBMGR4

Pay Schedule

NERE-260

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ECP Group 3
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